

**DATE:** July 23, 2021

**TO:** State Agency Directors

**FROM:** Laurie Byerly, Interim Legislative Fiscal Officer  
Legislative Fiscal Office

George Naughton, Chief Financial Officer  
Department of Administrative Services, Chief Financial Office

**SUBJECT:** 2021-23 Emergency Board and Interim Joint Committee on Ways and Means  
(Members, Schedule, Electronic Request Process, and Guidelines)

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*Please provide this information to your management team. Ask them to consider every potential request very carefully to make sure the request is necessary and to work closely with their assigned Chief Financial Office (CFO) and Legislative Fiscal Office (LFO) analysts to assure criteria and process timelines are met.*

*No Emergency Board meetings are currently anticipated until after the 2022 session, but the Interim Joint Committee on Ways and Means is expected to meet to review budget issues that will be addressed during the 2022 session. The Committee is also authorized to review and approve federal grant application requests.*

The 2021-23 Emergency Board membership list is on the Oregon Legislative Information System (OLIS): <https://olis.oregonlegislature.gov/liz/202111/Committees/EB/Overview> . The membership list for the 2021-23 Interim Joint Committee on Ways and Means will also be available in OLIS once appointments are made (expected in August 2021).

As in the past, the Governor will determine which agency requests will be forwarded to the Emergency Board or Interim Joint Committee on Ways and Means. Upon approval by the Governor, CFO will submit requests to LFO for consideration by the Emergency Board or Interim Joint Committee on Ways and Means. The final agenda for each meeting will be determined by the Co-Chairs of the respective Board or Committee.

In addition to requests initiated by agencies, the Co-Chairs of the Emergency Board or Interim Joint Committee on Ways and Means may request reports from various agencies for their planned meetings.

If a special request is made by the Emergency Board or the Interim Joint Committee on Ways and Means which does not allow for meeting the submission deadlines outlined on the attached calendars, information must still be provided to your LFO and CFO analysts as early as possible prior to the scheduled legislative meeting.

- Emergency Board and Interim Joint Committee on Ways and Means request criteria can be found in Attachment A. Please review this information closely and ensure that your request meets the criteria.
- Attachment B outlines the electronic process requirements and important tips to remember when submitting requests to the Emergency Board and the Interim Joint Committee on Ways and Means during the 2021-23 interim. ***There will be few exceptions to the process and deadlines.*** It is important that each agency implement internal processes to ensure the electronic submission process for both LFO and CFO is followed. This information should be shared with all staff responsible for request preparation.

**NOTE:** A Notice of Intent to Submit an Emergency Board or Interim Joint Committee on Ways and Means request is due one week before the date that formal letters are due; this notice can be provided by an email to your LFO and CFO analysts.

- Attachments C-1, C-2, and C-3 provide calendars for the currently scheduled meetings of the Interim Joint Committee on Ways and Means. Calendars for additional meetings of both the Emergency Board and Interim Joint Committee on Ways and Means will be provided as soon as legislative leadership approves the schedule. At this time, meetings of the Interim Joint Committee on Ways and Means are planned during the announced Legislative Days for September 2021, November 2021, and January 2022. Based prior on biennia experience, the Emergency Board will likely meet in May/June, September, and December of 2022. The Interim Joint Committee on Ways and Means may also meet during 2022, if necessary. Once the 2022 interim schedule is approved, calendars will be provided to identify the dates agency request letters must be received by LFO and CFO to allow for the presentation of the request at each meeting.
- The format for submitting Emergency Board and Interim Joint Committee on Ways and Means requests can be found in Attachments D-1 and D-2; Attachment D-2 will be updated and provided once appointments to the Interim Joint Committee on Ways and Means are finalized.
- Additional direction will be provided to SABR Coordinators for requests that affect positions and/or FTE and allocation or limitation increases.

c: Budget Directors  
SABR Coordinators  
CFO Analysts  
LFO Analysts